



DEPARTMENT OF THE NAVY
NAVAL RESERVE READINESS COMMAND NORTHWEST
2000 WEST MARINE VIEW DR, BLDG 2102
EVERETT, WA 98207-2600

NAVRESREDCOMNWINST 11103.2D
N4
30 Jan 02

NAVRESREDCOM NORTHWEST INSTRUCTION 11103.2D

Subj: COMMERCIAL/BACHELOR QUARTERS (BQ) BERTHING OF NAVAL
RESERVE PERSONNEL

Ref: (a) NAVSUPINST 4200.85C
(b) NAVPERS 15606
(c) COMNAVRESFOR P4000.1
(d) NAVRESREDCOMNWINST 7300.2A
(e) SECNAVINST 5100.13B

Encl: (1) Sample Mileage Waiver Request
(2) Sample Unit Berthing Request
(3) Statement of Eligibility for Commercial/BQ Berthing
(NAVRESREDCOMNW 11103/1 (08-01))

1. Purpose. To promulgate additional guidance concerning the utilization of commercial berthing/bachelors quarters by eligible Selected Reservists and amplify Simplified Acquisition Procedures (SAP) for procurement types/methods in accordance with reference (a).

2. Cancellation. NAVRESREDCOMREG22INST 11103.2C

3. Background. To facilitate maximum drill participation and mobilization training, Naval Reserve Readiness Command Northwest (REDCOM NW) will provide commercial berthing/bachelor quarters for Selected Reservists commuting from a residence more than a 50-mile driving distance to their regular drill site. This does not apply to personnel on orders for Inactive Duty Training Travel (IDTT), Annual Training (AT), Active Duty Training (ADT), or Active Duty for Special Work (ADSW).

4. Eligibility Requirements. The following eligibility requirements must be met to qualify for commercial berthing/bachelor quarters:

a. Member must reside outside a 50-mile driving distance from the site at which Inactive Duty Training (IDT) drills are performed unless terrain, natural obstructions, or large bodies of water require driving excessive distances as determined and authorized by the Reserve Center Commanding Officer. This request is continued in enclosure (1).

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b. Member must be in a drill status and perform IDT at the assigned/authorized drill site.

c. Member must perform eight hours of scheduled drills (exclusive of a meal period) on the day prior to or the day following utilization of commercial berthing/bachelors quarters berthing, or four 4-hour drills within a 48-hour period.

d. Berthing eligibility may be denied/revoked for nonconformance with this instruction or with personnel violation of individual Reserve Center Commanding Officer additional rules policy.

5. Guidelines. The following guidelines apply when assigning rooms in accordance with reference (c):

a. Rooms will be double occupancy of like gender with officer/enlisted; and senior officers (05 and above) separated from junior officers (04 and below). Unit Commanding Officers will never be berthed with a member of their unit. Additionally, Chief Petty Officers will also be separated from E6 and below personnel, with the only exception being husband and wife, both members of the Naval Reserve, and drilling on the same day(s). The maximum use of double occupancy rooms is required at all times.

b. Selected Reservists are not authorized to use government-furnished commercial/BQ berthing with a spouse/guest and reimburse the government for the cost difference. All individuals bringing a spouse/guest will cover all the costs for the berthing at their own expense.

c. Charges for any telephone calls, room service, and other lodging costs or additional services are not authorized and are the financial responsibility of the individual(s) utilizing and occupying the room.

d. Smoking in any spaces shared by both smokers and nonsmokers is not authorized, except in designated smoking areas, reference (e) applies.

e. If an individual for any reason refuses to accept a double occupancy room and requests a single occupancy room, that person(s) should be informed and will be responsible for the entire cost of the room(s).

6. Procurement methods. The National Defense Authorization Act, Public Law 103-337, Section 622 authorizes reimbursement for BQ service charges or cost for members of the Naval Reserve who are not otherwise entitled to per diem or actual expense allowances

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while performing AT, ADT, IDTT, and Naval Reserve personnel in an IDT status (Reservists performing weekend drills who do not have travel orders, but who meet the eligibility criteria of commuting over 50 miles). This has now become permanent legislation and is not subject to annual renewal.

a. Naval Reservists performing IDT on cost orders, will be placed in "space required" quarters and billed directly.

b. Naval Reservists performing IDT who do not have or are not on orders but who are on an advanced reservation list will be placed in "space required" quarters and have their room charges billed to the Reserve Center making the reservations using an itemized invoice. The Reserve Center Storekeeper will provide the appropriate funding document to the Bachelor Quarters Office when providing the reservation listing.

c. Naval Reservists performing IDT who do not have or are not under cost orders, and who are not on an advanced reservation list will be placed in "space available" quarters and billed directly. They will not be authorized reimbursement.

d. The required method of purchase for commercial berthing is the Government Commercial Purchase Card for all requirements under \$2,500. Letters of Agreement (LOA's) are the required method for requirements over \$2,500.

e. A Request for Contractual Procurement (NAVCOMPT 2276) will be prepared to obligate funds for the berthing period (i.e., drill weekend). The obligation amount will be based on anticipated needs identified through receipt of a berthing request for the requested berthing period. The obligation will be increased if additional personnel are authorized berthing after the initial obligation document has been issued.

f. At the discretion of the Reserve Center Commanding Officer, contract berthing can be used when issues of a Reservist's personal safety are involved or are an issue. This is a case-by-case basis. Written authorization of extended berthing privileges must be on file with retained records, such as late night duty requirements, etc. Commanding Officers must use sound judgement in evaluating the circumstances when authorizing/providing contract berthing and should be used wisely. Nonjudicious authorization of additional contract berthing may increase berthing expenditures.

7. Action. Reserve Center Commanding Officers shall:

a. Establish local policies that address at a minimum, sign-

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up procedures and no-shows. Withhold berthing privileges for a specified period of time from members who abuse or misuse these privileges.

b. Identify and submit annual and unfunded requirements to REDCOM NW (N8) as specified in reference (d).

c. Establish/develop procedures to ensure that only Naval Reservists entitled to commercial/BQ berthing are the only personnel utilizing these privileges. See enclosures (1) and (2).

d. When drill schedules or transportation arrangements from the drill site preclude performance of eight hours of drill on the day before or day following, or four 4-hour drills within a 48-hour period, the individual will not be held liable for reimbursement for commercial/BQ berthing utilized.

e. Reserve Center Commanding Officers have the discretion to permit contract berthing when issues of a Reservist's safety are involved or in question. Written authorization of extended berthing privileges must be kept on file with retained records, such as late night duty requirements, etc. Commanding Officers must use good judgement and wisely evaluate all circumstances when authorizing/providing contract berthing. Nonjudicious authorization of additional contract berthing may increase berthing expenditures.

f. Reserve unit Commanding Officers are responsible for the proper utilization of commercial berthing/BQs by members of their unit and will ensure that all personnel are familiar with eligibility requirements and standards contained in reference (c). The following additional responsibilities also apply:

(1) Designate in writing to supporting Reserve Center Supply Department, a Unit Berthing Coordinator. Designation letters should be updated annually or as changes occur.

(2) Ensure that the Unit Berthing Coordinator submits a monthly listing of Reserve unit personnel that require commercial/BQ berthing.

8. Reports. Although not required, it is strongly recommended that each Reserve Center have an internal audit program established to monitor compliance with required criteria to ensure efficient use of authorized Operation and Maintenance, Naval Reserve (O&MNR) funding at each REDCOM NW Reserve Center.

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9. Forms. State of Eligibility for Commercial/Bachelor Quarters (BQ) Berthing, NAVRESREDCOMNW 11103/1, is stocked and can be ordered from REDCOM NW (N01A).



J. M. LANDON II

Distribution: (NAVRESREDCOMNWINST 5216.1K)

List A (N3/7, N4, N8 only)

B

Stocked:

NAVRESREDCOM Northwest (N01A)

SAMPLE MILEAGE WAIVER REQUEST

11103
Date

From: SK1 I. M. Reserve, USNR-R, 123-45-6789
To: Commanding Officer, (Naval Reserve Activity)
Via: Commanding Officer, (Naval Reserve Unit)

Subj: MILEAGE WAIVER REQUEST FOR COMMERCIAL/BACHELOR QUARTERS
(BQ) BERTHING

Ref: (a) COMNAVRESRESFOR P4000.1, SEC 5, PARA 5202(a)

1. PER reference (a), I am requesting a waiver of the 50-mile driving distance due to actual distance traveled because of: (terrain, natural obstructions, or large bodies of water). (Use applicable reason).

I. M. RESERVE

FIRST ENDORSEMENT

From: Commanding Officer, (Naval Reserve Unit)
To: Commanding Officer, (Naval Reserve Activity)

1. Forwarded recommending approval/disapproval.

I. M. REQUESTING

SECOND ENDORSEMENT

From: Commanding Officer, (Naval Reserve Activity)
To: SK1 I. M. Reserve, USNR-R, 123-45-6789

1. Approved/disapproved.

I. M. INCHARGE

Copy to:
Supply Supervisor

Enclosure (1)

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SAMPLE UNIT BERTHING REQUEST

Date

From: Unit Berthing Coordinator, (Naval Reserve Unit)
To: Supply Department Supervisor, (Naval Reserve Activity)
Subj: REQUEST FOR COMMERCIAL/BACHELOR QUARTERS (BQ) BERTHING
RESERVATIONS

1. The following individuals require commercial/BQ berthing on the dates indicated below. All personnel are familiar with the eligibility requirements in accordance with references (a) and (b), and local Reserve Center policies concerning the use of commercial/BQ berthing and have a current Statement of Eligibility (SOE) on file in the Supply Department.

Name: _____ Rank/Rate: _____

SSN: _____

Sex: _____ Dates required: _____/_____ Smoking/Non-smoking

UNIT BERTHING COORDINATOR
SIGNATURE

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**STATEMENT OF ELIGIBILITY
FOR COMMERCIAL/BACHELOR QUARTERS (BQ) BERTHING**

This form must be completed by each individual eligible for commercial/BQ berthing on the basis of residence in excess of 50-mile driving distance from the regular drill site and must be retained as a permanent record to substantiate berthing eligibility.

PRIVACY ACT STATEMENT:

Under the authority identified in (1) below, information is requested in order to accomplish the purposes described in (2) below. The information provided will not be divulged without your written authorization to anyone other than for the routine use described in (3) below. You are not required to provide this information; however, failure to do so could result in the action described in (4) below.

1. **AUTHORITY:** The authority for obtaining information on this form is 5 U.S.C.; 44 U.S.C. 3101.
2. **PURPOSE:** Information is obtained for the purpose of commercial/BQ berthing.
3. **ROUTINE USES:** Information provided is used for accounting purposes for establishing eligibility for commercial/BQ berthing, to verify vendors invoices, and, if necessary, the withholding of the members pay for damage caused to rooms provided or nonconformance with eligibility requirements.
4. **MANDATORY/VOLUNTARY DISCLOSURE, CONSEQUENCES OF REFUSAL TO DISCLOSE:** Disclosure of SSN is voluntary, failure to disclose may result in loss of commercial/BQ berthing privileges.
5. My acceptance of commercial/BQ berthing is voluntary. I certify that my residence is in excess of a 50-mile driving distance from my regular drill site and that I meet all eligibility requirements as stated in COMNAVRESFOR P4000.1. I have been briefed on Reserve Center policies concerning commercial berthing sign-up and no-shows. I agree to reimburse the Navy for any loss and/or damage to commercial/BQ accommodations that I utilized as a result of my acts of negligence, and for not meeting the eligibility requirements of COMNAVRESFOR P4000.1 and NAVRESREDCOMNWINST 11103.2C. If collection procedures become necessary, I consent to repayment of the debt through withholding of pay in accordance with Section 70701 of the DODPM.

Name: _____
(Last, First, MI)

Rank/Rate: _____ SSN: _____

Residence Address:

Signature: _____

Unit: _____

Date: _____